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ALL PERSONS INTERESTED

MUNICIPAL COURTS SUPERVISOR

PN #106905

Municipal Courts Administration

Public Services

Cash Management

1400 Lubbock and/or 8300 Mykawa Road

All Shifts, days, and holidays*

***Subject to change**

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Working conditions: General office conditions. Must be able to work any day or shift, weekends and/or holidays as needed.

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Two (2) years of clerical and/or related experience, with at least one of those years in a supervisory or documented lead capacity.

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Heavy cash handling experience; experience with Court policies and procedures; computer skills to include Microsoft Office applications (i.e., Excel, Word, and PowerPoint).

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☐ Yes ☒ No

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Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

\$1,042 - \$1,793 Biweekly

\$27,092 - \$46,618 Annually

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September 27, 2005

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An equal opportunity employer